

ADJUSTMENT SHEET

Agency: DPH **Work Location:** CDL **Mail Drop:** 2046 **Week End Date:** 9/16/2006

1. **Original Entry** - Indicate what was reported on original time log submitted to Central Office.
2. **Replacement Entry** – Indicate the correct entry – include type of leave or exception and amount of time.

Authorizing Signature: _____

Date: _____